



**Iowa Telecommunications & Technology Commission
Grimes State Office Building, 1st Floor
400 E. 14th Street, Des Moines, IA 50319**

FINAL

June 21, 2018

To ensure the most efficient use of State resources, the June 21, 2018 ITTC meeting was held via video conference pursuant to Iowa Code section 21.8. A video conference also ensured that more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

- **Roll Call:**

- **Commissioners Present:**

- Richard Bruner, Chair (on-site)
 - Kelly Dolan Lange, Member (Zoom Video)
 - Bob Holz, Member (on-site)
 - Timothy Lapointe, Member (Zoom Video)
 - Robert von Wolfradt, Ex-Officio Member (on-site)

- **Commissioners Absent:**

- Mary Mosiman, Ex-Officio Member

- **Iowa Communications Network Staff Present:**

- Phil Groner, Acting Executive Director
 - Deb Evans, Agency Division Administrator, Chief Financial Officer (CFO)
 - Mark Johnson, Carrier Services Division Administrator, Chief Operating Officer (COO)
 - Randy Goddard, Business Services Bureau Manager
 - Mike Cruise, Finance Bureau Manager
 - Scott Pappan, Engineering/Operations Bureau Manager
 - Ryan Mulhall, Network Services Manager
 - Dave Marley, Field Services Officer
 - Lori Larsen, Executive Officer 2
 - Jontell Harris, Executive Officer 2 (Recorder)

- **Guest Attendees:**

- Alan Nagel, Attorney General's Office
 - Caitlin Jarzen, Iowa Communications Alliance (ICA)
 - Adam Broich, Legislative Services Agency (LSA)
 - Ray Warner, Aureon
 - Joe Coon, Mississippi Bend Area Education Agency (AEA) (via Zoom Video)
 - Steve Zimmerman, Department of Administrative Service- Human Resource Enterprise (DAS-HRE)
 - Sean Corey, CenturyLink
 - Robert Bird, Iowa Senate

- **Call to Order:**

Philip Groner, Acting Executive Director

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IOWA TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION

- Chair Bruner called the meeting to order at 10:29 AM. It was noted that a quorum of members were present for the meeting.
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- **Approval of the June 21, 2018 Meeting Minutes:**

- Chair Bruner requested a motion to approve the June 21, 2018 meeting minutes. Commissioner Holz moved to approve the minutes. Commissioner Lange seconded the motion. The motion passed unanimously.

Commissioner Holz – Yes
Commissioner Lange – Yes
Commissioner Lapointe – Yes
Commissioner Bruner – Yes

- **New Business:**

- **Agency Updates**

- **Agency Division Update – Deb Evans**

- Finance Division
 - The Finance Division is working with all divisions across the agency to complete work orders and remaining work for the end of the 2018 Fiscal Year (FY). End of year warehouse inventory will take place on June 27 and June 29. Each division has provided volunteers for the inventory process.
 - Vehicle Mileage Tracking
 - Finance has developed an electronic mileage log for vehicle standardizing, tracking and reporting and is implementing across agency.
 - Generally Accepted Accounting Principles (GAAP) Reporting Package
 - The FY 18 Memo and GAAP reporting package has been received from the GAAP Team. The report package is due October 1.
 - 911 Wireline Project
 - The ICN is working with Homeland Security and Emergency Management (HSEMD), CenturyLink and ComTech to develop an end term migration plan. The ICN is also working with Zetron, the vendor who won the hosted Public-Safety Access Points (PSAPs) console solution, to implement circuits for the first site in Hancock County and the Core. Future circuit and colocation space is being requested of ICN by the other vendors involved in the project.
 - Iowa Rural Health Telecommunications Program (IRHTP) Equipment
 - The IRHTP is the Iowa Hospital Association's (IHA) network that the ICN manages. IHA is refreshing their equipment. IHA owns the equipment and are paying ICN to maintain their network. The purchase order has been sent to CenturyLink. ICN has received the equipment to place in the lab for testing.
 - Managed Voice Services (MVS)
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- Two additional new customer offices, Department of Human Services (DHS) Child Support Recovery offices in Urbandale and Des Moines, have been completed. DHS is pleased with the service and is now adding orders for other locations. The first two orders received have been for Ankeny and Indianola.
- Amazon Web Services (AWS) Direct Connect
 - The unemployment application for Iowa Workforce Development (IWD) will be completed by July 9. Iowa Public Employees' Retirement System (IPERS) and Department of Public Health (IDPH) are also looking for transport service to connect AWS.
- E-Rate Orders
 - The Finance Division is currently processing E-Rate orders so that requested services can be implemented by July 2.
- Technology Administrators Meeting
 - ICN Account Consultants met with Technology Administrators in May at the 2018 IT Workshops sponsored by the Iowa Association of Independent Colleges and Universities (IAICU) to promote ICN services and share new product offerings related to Cyber Security such as Firewall and Distributed Denial of Service (DDoS). Account Consultants will attend the School Administrators of Iowa (SAI) conference on August 8.

■ Financial Report – Mike Cruise

- Month of May – Actual
 - The operating margin for May 2018 was \$26,328 or -1%, favorable to the budget of -\$303,801 or -11%.
 - Revenue is below budget for the month by \$156,000. Direct expenses are below budget by \$101,000.
 - General Administrative expenses are \$121,000 below budget.
 - Payroll is \$31,000 above budget. A large vacation pay-out occurred for an employee that left the ICN during the month of May.
- Year-To-Date through May
 - The year-to-date operating margin was -\$1,725,563.66 or 6.1%, favorable to the budget of -\$3.3 million.
- May 2018 Comparison to FY 2017
 - The operating margin for May 2018 was \$103,000 below May 2017, largely due to revenues decreasing roughly \$193,000 from May in FY 2017.
- Year-to-Date Comparison to FY 2017
 - The FY 18 operating margin is \$353,000 less than FY 17, a \$66,000 improvement from April. Revenues have decreased \$1.8 million for the year and direct expenses have decreased \$672,000. Total indirect expenses have also decreased by \$765,000 due to transferred expenses decreasing over \$1 million and operating expenses increasing by \$1 million for ServiceNow implementation that mostly occurred in the first part of FY 18.
 - Equipment expenditures have decreased by \$1.6 million due to Core upgrades that occurred in FY 17 as opposed to FY 18.

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- No other unusual issues to report.

COMMENTS:

Chair Bruner: What process do you go through to end the year?

Mike Cruise: The first thing we do is complete billing, then we work to clean up our payables. We have roughly two months to do that. Then, we begin working on reporting. The Generally Accepted Accounting Principles (GAAP) report is due on October 1. We have a “Federal Swag” report that is due later in the Fall. Smaller internal reports are also completed at that time. We generally run the Budget-to-Actual reports the way we normally do and the final report will be completed roughly at the end of September. The final Financial Statements will be completed in the timeframe between September 15-28.

Chair Bruner: What is the process for approving the FY 19 budget or has it been approved?

Mike Cruise: The FY 19 budget was approved by the Commission in the May ITTC meeting and has been entered into the state system. Right now we are allocating that budget to be entered into our accounting system for reporting purposes for when we run the July Budget-to-Actual.

Chair Bruner: So the approved number will not change?

Mike Cruise: No. The approved number is what it is.

- **ICN Carrier Updates**

- **Carrier Division Update and ICN Major Initiatives Update – Mark Johnson**

- PEXIP Video Platform:
 - The ICN is currently testing the servers associated with the new PEXIP video platform. The platform is anticipated to be completed by the end of July. PEXIP is the new product that will replace the Moving Picture Experts Group (MPEG) video technology that is being sunset by the end of June.
- Department of Public Safety (DPS) Land Mobile Radio (LMR) System:
 - The ICN is currently in discussion with DPS to provide Network Operations Center (NOC) services associated with the LMR system. If the discussions are successful, the ICN will enter into a Memorandum of Understanding (MOU), or another contractual agreement, to set up the responsibilities and intentions of both parties.
- SP 43:
 - The disaster recovery site being established near Tiffin, Iowa is moving forward. The facility is anticipated to go live by the end of August. Temporary circuits will be established to protect connectivity to critical infrastructure such as hospitals and 911 facilities, to ensure that services are running at the time of transition.

Chair Bruner: Is that all done automatically?

Mark Johnson: No, that is labor intensive in terms of the Broadband Information Center (BRIC) designing those circuits.

Chair Bruner: I was thinking in terms of the back-up.

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Mark Johnson: The Center itself?

Chair Bruner: Yes.

Mark Johnson: That would involve a hot cut. The existing location where we have our racks set up, we will back a truck up to the door, remove the equipment from the old facility and take it to the new facility then turn it back on. We anticipate about a 6-8 hour timeframe.

Scott Pappan: We are starting at 6:00 a.m. on a Sunday morning when we know that most of the clinics are going to be closed. At that point we will have four splicing teams going. There are over 400 strains of fiber that we have to splice. It will be a very, very busy morning.

Chair Bruner: When is this scheduled to take place?

Scott Pappan: It is scheduled to begin August 26.

Mark Johnson: There's a lot of work being done to ensure that the hot cut is successful. Scott Pappan has been overseeing that, has all of those assignments made and that work is being completed.

- 100gb Network Architecture:
 - Progress continues on establishing the ICN 100GB network architecture. A 100GB link has been established between the Joint Forces Headquarters (JFHQ) and the Lucas Building. We are now programming another router that will provide another 100GB link between Boone and the JFHQ/Lucas Building connection. The ICN will then begin upgrading circuits serving Council Bluffs, Mason City and Ottumwa.
- ServiceNow:
 - The ICN is completing work with the current vendor, Aeritae and has begun making the transition to the new vendor, IntegRhythm. Aeritae completed their contractual obligations in June given the successful deployment of updates to the system.

COMMENTS:

Chair Bruner: Has there been any reaction to turning down the MPEG?

Mark Johnson: I have not heard anything. A big hooray on this side.

Chair Bruner: A couple of us were around when this started.

Mark Johnson: It has amazed me that while the customer count has decreased significantly, we still have some customers using the service over the past few years given the age of the technology. That says something about the technology.

Chair Bruner: It has lasted a long time.

● **Other Business:**

- **FirstNet Update – Phil Groner**

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The ICN's role in FirstNet in Iowa was to assist with the significant data collection. The ICN also participated in consultation work with the Iowa Statewide Interoperability Communications Systems Board (ISICSB) and served on the FirstNet sub-committee for the Board. The ICN Executive Director in conjunction with the State Chief Information Officer (CIO) served as the Chair and Co-Chair of the FirstNet sub-committee. The award was made in March of 2017 to AT&T for the construction of the network. In July 2017, the State of Iowa and Governor Reynolds opted-in to FirstNet. Each state and territory had the option to opt-in or opt-out. If a state decided to opt-in, then FirstNet is responsible for building the network and the state would simply have subscribers in the public safety community. If a state decided to opt-out, then the state would be responsible for building the Radio Area Network (RAN) that would interact with FirstNet's Core. As of today, all 50 states and the five U.S. territories have opted-in. When AT&T was awarded the contract, they provided immediate access for FirstNet users on their existing network. They provided priority and preemption to FirstNet users on existing infrastructure. The long-term plan is that AT&T will continue to build out Band 14, the radio wireless band reserved for public safety users. There is a five-year deployment plan for the nation and the five territories. In Iowa there are 211 sites that need to be built out by AT&T. Those are for either new tower construction, new equipment located on existing towers or in partnership with some of their other subcarriers. As of May, they have 62 of the sites completed. FirstNet also delivered their Core in March of 2018. The core is dedicated and non-commercially used. All FirstNet traffic passes through the Core much like the ICN. The ICN is a dedicated, non-commercially used network as well. FirstNet and AT&T have not published any specific state user subscription information. FirstNet has said there are 650 public safety agencies subscribed to FirstNet services. Many of the DPS and ISICSB members have subscribed as well. The ICN role in FirstNet diminished once the state successfully decided to opt-in to FirstNet.

COMMENTS:

Chair Bruner: This was a huge deal. CIO von Wolfradt had significant involvement as the Co-Chair of the FirstNet sub-committee. The committee carried the state through to the point where Governor Reynolds decided to opt-in, which was ultimately the right decision. Iowa was the 5th state to opt-in. Iowa was ahead of the curve. Now that we are in the implementation phase, I would be curious to know how it is going in Iowa. You said 650 subscribers, I assume that is for the whole country?

Phil Groner: That is for all of FirstNet. That is for all 50 states as well as the five territories. They have 650 individual agencies subscribed.

Chair Bruner: It will be interesting to see how quickly it is implemented across our state.

○ **Administrative Rules Update – Mark Johnson**

The Administrative Rule making changes to the sole-source procurement process for the agency went before the Administrative Rule Committee (ARC). The ARC did not have any objections or concerns about the rule change. The rule eliminated a very general justification for sole-source where if the Executive Director determined that it was in the best interest of the Commission, the sole source could be entered into. That language has been struck as well as now provides the requirement for dual authorization on the sole source justification form so it now needs to be signed by both the Executive Director and the CFO of the agency. The ARC was appreciative of those changes. That rule has now been published as an "Intended Action Notice". It will need to be brought back before the Commission for final approval in the July meeting. There will be no new changes to the rule. A "Notice of Final Action" will be published before it can go into effect in September.

The Commission will also need to approve the public safety communications Administrative Rule change relating to the 2017 legislative action that would allow the ICN to provide public safety communications.

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There will be no changes since it was previously approved by the Commission, however there does need to be a final approval before it is published for the final time as an “Intended Action”.

COMMENTS:

Chair Bruner: These changes are a result of the audit. The fact that we are bringing both rules back to the Commission is just an administrative step.

Commissioner Holz: We're actually operating under the two signature procedure now correct?

Mark Johnson: Yes, the policy has already been implemented internally. Making it a part of the Administrative Rules just solidifies the rule and makes it more difficult to change in the future should we have anyone else come in and try to streamline the process.

○ **Executive Director Search – Chair Bruner**

Chair Bruner and Commissioner Lapointe have been meeting with the ITTC Personnel sub-committee consisting of Mark Johnson and Jontell Harris to get the Executive Director search started. Approval was given by the Governor's Office Chief of Staff to move ahead with the search.

Mark Johnson: A sub-committee meeting was held with Chair Bruner and Commissioner Lapointe to set up the general logistics of how the search would move forward. An ad was reviewed by the sub-committee and given tentative approval. ICN met with DAS-HRE representatives, Steve Zimmerman and Robin Jenkins, to discuss advertisement and getting the ad posted to the State of Iowa NEO GOV website. Steve Zimmerman and Robin Jenkins suggested modifications for the advertisement language. A referral ad will be posted with the Des Moines Register to encourage interested individuals to follow the link to the application. The NEO GOV advertisement post will begin on the 30 day application period. The advertisement will be posted by the end of June. Then a job number will be created which will also be included in the referral ad for the Des Moines Register. The 30 day period for applications will end on July 30. HR will provide a screening service. The applicants will be screened and it will be determined if they meet the minimum qualifications for the position. Those candidates will be provided to the sub-committee to score the applicants. DAS-HRE has provided a sample scoring document that the sub-committee will be modifying prior to interviews. Once the resumes are scored, it will be determined how many applicants will be interviewed. The sub-committee will then conduct initial interviews and determine who to refer to the full Commission for final interviews. The final interviews will be conducted in an open Commission meeting with the full Commission. A determination will be made on the final candidate and a job offer will be made. A timeline will be provided to the Commission once finalized.

COMMENTS:

Chair Bruner: The process has begun.

Commissioner Lange: The interviews done in front of the Commission, are those public?

Mark Johnson: The final interviews are done in a public meeting format.

Chair Bruner: As we have learned, this is critical because some candidates do not want to appear in a public setting so that has to be made clear.

Commissioner Lapointe: Based on our sub-committee meeting, it is my understanding that after we review some of the recommendations and resumes, we are going to take the full Commission a proposal for how many people the full Commission would then interview. Is that your understanding?

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Chair Bruner: Yes, we would narrow it down between 3-5 interviewees depending on the quality of the candidates.

Commissioner Lapointe: Then at some point, we will ask the full Commission how many to interview based on our recommendation.

Mark Johnson: You are correct. Once the scoring has been completed, hopefully there will be a natural break between 3-5 interviewees and at that point the subcommittee can make a recommendation to the full Commission about the number of interviews, reasons and go from there.

- **Public Comment:**

Phil Groner: Longtime friend of the ICN and someone who has worked with us for a number of years has passed away, Michael Sadler, CenturyLink's Government Affairs Officer for Iowa. Many of us worked with Michael Sadler for a number of years. He was great to work with and we appreciated the input and support that he and CenturyLink have given the ICN over the years.

Chair Bruner: When I left CenturyLink, Michael Sadler moved into my office and had been there for 20 years. This is a real loss.

Commissioner Holz: Michael Sadler was a classmate of my daughter and son-in-law.

Chair Bruner: He was a classy guy. CenturyLink will have a difficult time finding someone with his knowledge of Iowa to replace him.

Commissioner Holz: Where are we with a fifth Commissioner?

Chair Bruner: We have had several candidates, one that had to withdraw from the position. If anyone knows of a potential Commissioner, please let the Commission know. I have reached out to several people across the state. The new Commissioner needs to be a woman, republican or independent but she can be from anywhere across the state.

Phil Groner: People from the public can submit applications to serve on a Commission or Board. The Governor's Office is routinely reviewing those applicants to see if there is a good fit.

Chair Bruner: We do work with the Governor's Office a lot, Phil maybe you could talk about the Chief of Staff change?

Phil Groner: The Governor's Chief of Staff, Jake Ketzner, has resigned. He left in the first part of June. He was leaving to pursue other opportunities and to spend more time with his family. He had previously served on Governor Brandstad's campaign, in the Governor's Office and was recently the Chief of Staff. He is replaced by Ryan Koopmans. Ryan Koopmans has served the Governor's Office since mid-last year. The Governor's Office as well as Ryan Koopmans are aware of the need to find a new Commissioner.

Chair Bruner: The Governor's Office is critical in the approval process as well. We will need their approval before we can move ahead. The new Chief of Staff is another person that we will have to educate.

- **Adjournment:**

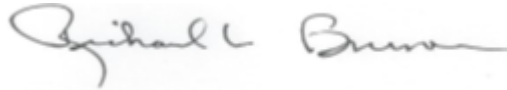
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Commissioner Lapointe moved that the meeting be adjourned. The ITTC meeting adjourned at 11:05 a.m.

ATTESTED TO:



Richard Bruner, Chair, Iowa Telecommunications and Technology Commission

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